

**MINUTES**  
**FORT MYERS BEACH**  
**AUDIT COMMITTEE**  
Town Hall - Council Chambers  
2523 Estero Boulevard  
Fort Myers Beach, FL 33931

**Wednesday, September 3, 2014**

**I. CALL TO ORDER**

Meeting was called to order at 9:02 a.m. by Chair Rodwell. Members present: Dick Cote, Daniel Hughes, Edward Lombard, James Rodwell, and James Steele.

Council Liaison: Rexann Hosafros.

Staff present: Scott Baker, Lisa Kolar, Marilyn Miller, and Evelyn Wicks.

**II. PLEDGE OF ALLEGIANCE**

**III. PUBLIC COMMENT**

No public comment.

**IV. APPROVAL OF MINUTES** of August 12, 2014

**MOTION:** Mr. Lombard moved to approve the minutes; second by Mr. Steele.

**VOTE:** Motion passed unanimously.

**V. CURRENT ITEMS**

**A. Stormwater Financing - Scott Baker, Public Works Director**

Mr. Baker discussed the impervious area analysis distributed to members. Mr. Baker reported that an intern used GPS to locate existing outfalls. He stated the final assessment should be ready before the Council meeting in January.

Ms. Wicks noted that stormwater financing should be in place by the end of the year and there were several options being tracked, including the state revolving loan fund and additional sources through the Florida League of Cities.

Discussion was held concerning installation, maintenance, infrastructure, mitigation, and GAI rate study. Mr. Baker summarized the status of Phase I. Ms. Wicks reported that Phase I was paid for.

B. Discussion of Meeting Schedule Procedures

**MOTION:** Mr. Lombard moved that the following procedures be applied when scheduling or rescheduling Audit Committee meetings by email: allow all committee members at least two days (48 hours) to respond to the initial email request to schedule or reschedule an Audit Committee meeting, and select a date and time for the meeting that is convenient for the maximum number of committee members, provided a quorum is assured; second by Mr. ~~Steele~~ *Cote*

**VOTE:** Motion passed unanimously.

Mr. Cote revealed that he would not be in town for the meeting on October 13.

C. Water Utility Policies and Procedures

Mr. Steele reported the rate resolution and the revenue projection did not match up, but they would be adjusted.

Discussion was held concerning billing classes and the inclusion of hotels, motels, and timeshare properties in the Ordinance and the GAI Rate Study.

Page 5 - under Short-Term Temporary, Mr. Steele recommended deleting the next-to-last sentence, "Billing for this service will be based upon the type of service rendered from the above categories." Consensus reached.

Page 7 - under Water Service Rates and Charges, Mobile Home Park was not listed as one of the categories. Consensus was reached to delete the word Park.

Mr. Steele suggested that usage blocks in Exhibit A should be in the rate resolution and not the ordinance. Consensus was reached to add **usage blocks** before water rates to C. and strike B. Consensus was reached to add **establish, adopt, or modify** to the first sentence.

Page 8 - F. delete **Rates & Charges**. The second line should read, "...water be by the Town."

Page 10 - check the site regarding FMB Operations Manual Section 5. Discussion was held concerning inspecting, testing, and federal laws.

Page 12 - Discussion was held concerning equitable billing adjustments.

Page 13 - under Limitations of Use. In A. the sentence should read, "Except as provided herein, water shall not be re-metered by the customer..."

Under B. change the sentence to read, "...of any planned shutoff, and, **where feasible**, notification tags will be hung..." Consensus was reached to use language similar to the boil water notices. Town Attorney Miller added the sentence, "Will notify customers through one or more of the following methods..."

Page 15 - In B., change **code red** to **communications** and change **ways** to **methods**.

Page 17 - on 4, change sentence to read, "Once such status is achieved any additional customer deposit amounts in excess of the normal customer deposit amounts specified in the rate schedule will, **upon request**, be returned to the customer."

Page 18 - change sentence to read, "Leak credit shall be based on **the greater of** the average of three billing periods."

Delete the last sentence, "Charges may be back billed for a period of up to 12 months."

Page 19 - under Worthless Payment Instrument, change the sentence to read, "...the customer must, **within 15 days**, make payment of the full amount of the dishonored instrument plus the service charge authorized by..."

**MOTION:** Mr. Steele moved to recommend that Council pass the ordinance 14-06 with the changes made today; second by Mr. Hughes.

**VOTE:** • Motion passed unanimously.

Town Attorney Miller discussed utility rates and charges, usage blocks, and equivalency factors. Town Attorney Miller added System Connection Fees to the rate resolution and changed the recreational vehicle per dwelling unit from .4 to .5 and added mobile home at .625.

Discussion was held concerning the Proposed Additional Miscellaneous Charges in Table 6-3.

**MOTION:** Mr. Steele moved the Audit Committee reviewed the proposed rates and schedules pursuant from the GAI Rate Study and recommend to Council that they be adopted; second by Mr. Hughes.

**VOTE:** Motion passed unanimously.

## **VI. MEMBER ITEMS AND REPORTS**

Chair Rodwell reported Town Council approved the committee's requests to monitor the audit, review the financial statements prior to completion of the audit, review the results of the audit, evaluate proposed corrective action, and evaluate auditor performance.

## **VII. SET AGENDA FOR NEXT MEETING**

Change the meeting to Tuesday, October 14, 2014, at 2:00. If the Auditor is not available on October 14, the meeting will revert to October 13.

Add August financials.

## **VIII. PUBLIC COMMENT**

No public comment.

## **IX. ADJOURNMENT**

**MOTION:** Mr. Lombard moved to adjourn; second by Mr. Steele.  
**VOTE:** Motion passed unanimously.

Meeting adjourned at 12:05 p.m.

Adopted 10/24/2014  
5-0 with/without changes. Motion by Jim Steele  
(DATE)

Vote: 5-0 Signature: James E. Plumer

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